

NAVSTABREMINST 5800.1A
B1
19 Oct 00

NAVAL STATION BREMERTON INSTRUCTION 5800.1A

From: Commanding Officer, Naval Station Bremerton

Subj: AGENT AND ASSIST LETTERS

Ref: (a) BUPERSINST 1750.10A

Encl: (1) Sample "Authority to Assist Letter"
(2) Sample "Designation of an Agent Letter"

1. Purpose. To promulgate Naval Station Bremerton (NAVSTA Bremerton) Commissary and Navy Exchange procedures for obtaining an agent or assist letter.

2. Cancellation. NAVSTABREMINST 5800.1.

3. Background. Individuals may appoint an agent or assistant to assist them with their shopping at NAVSTA Bremerton Commissary and Navy Exchange when a medical condition or absence of the sponsor justifies such assistance. Agents and assistants are approved by the Commanding Officer to accompany the member or shop for the member.

4. Procedures. Per reference (a), the following documents are required in order to obtain an agent or assist letter:

a. A valid Armed Forces Identification Card of the member making the request.

b. Picture proof of identification of the person who will act as the agent or assistant (e.g., driver's license).

c. A letter from a physician stating the disability or medical condition of the person making the request or proof of absence or pending absence of the sponsor.

NOTE: The above items must be presented by the sponsor and/or agent/assistant.

5. Schedule. Agent or assist letters may be obtained from the Administrative Services Office (ASO), Building 443, Monday through Friday from 0730-1600.

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6. Action

a. The Administrative Officer will supervise the issuing of agent and assist letters.

b. The ASO will issue agent and assist letters only per paragraph 4 above. Proper documentation must accompany a request. The Administrative Officer will resolve all procedural questions.

R) c. The ASO will forward this notice to the Commissary and Navy Exchange to be posted for all patrons in a conspicuous location. Refer all questions to the ASO at (360) 476-0680.

/S/

J. A. HOLDEN

Distribution:

NAVSTABREMINST 5216.1

List I, II, and III

SAMPLE "AUTHORITY TO ASSIST LETTER"

From: Commanding Officer, Naval Station Bremerton
To: _____

(Name)

(Address)

Subj: AUTHORITY TO ASSIST _____ IN MAKING EXCHANGE AND
COMMISSARY PURCHASES

Ref: (a) BUPERSINST 1750.10A

(b) Dr. Name ltr of _____ stating the disability or
medical condition

1. Per reference (a), you are hereby authorized to accompany

(Name)

(SSN)

(Address)

to shop at the Navy Exchange and Commissary store at this
activity.

2. You will be guided by the following:

a. You are not an authorized patron and you may not make any
purchases.

b. This letter is only valid when accompanying the
authorized patron listed above.

c. This authorization will remain in effect for one year
from the date of this letter.

3. The Commanding Officer reserves the right to withdraw
privileges from anyone found to have made purchases or to have
secured services for the benefit of another who is not entitled
to the Navy Exchange and Commissary privileges.

4. Per reference (a), whenever multiple Commissary and Exchange
facilities exist in the local area, this letter of authorization
will be recognized by all of those facilities.

/S/

Cognizant Commanding Officer

Tele # sponsor:

Tele # agent:

Copy to: (Activity) Commissary Officer

(Activity) Exchange Officer

SAMPLE "AGENT DESIGNATION FOR COMMISSARY OR EXCHANGE PURCHASES"

From: Commanding Officer, Naval Station Bremerton
To: _____

(Name)

(Address)

Subj: AUTHORIZATION FOR NAVY EXCHANGE AND COMMISSARY PRIVILEGES

Ref: (a) BUPERSINST 1750.10A

(b) Dr. Name ltr of _____ stating the disability or
medical condition

1. Per reference (a), and as substantiated by reference (b), you
are hereby authorized to act as an "agent" for

(Name)

(SSN)

(Address)

whose signature is as follows: (enter INCAPACITATED if unable to
write their signature).

2. You are authorized to purchase items for the individual named
above and for no other person. You are required to provide
satisfactory identification whenever presenting this letter to
the military commissary store or exchange facility. The Officer-
in-Charge of this facility will brief you on the special
procedures to be followed when making purchases at the facility.

3. The Commanding Officer reserves the right to withdraw
privileges from anyone found to have made purchases or to have
secured services for the benefit of another who is not entitled
to the Navy Exchange and Commissary privileges.

4. This authority will remain in effect for one (1) year from
the date of this letter unless sooner revoked or suspended. In
the event that the sponsor's hardship continues to exist, the
sponsor may apply for an extension of this privilege.

5. Per reference (a), whenever multiple Commissary and Navy
Exchange facilities exist in the local area, this letter of
authorization will be recognized by all of those facilities.

/S/

Cognizant Commanding Officer

Tele # sponsor:

Tele # agent:

Copy to: (Activity) Commissary Officer and Exchange Officer